1320
OTE411
07 Feb 2000

From: Chief of Naval Education and Training

Subj: POLICY CHANGE FOR MIDSHIPMAN TRAINING ORDERS, AND
        INSTRUCTIONS FOR TRAVEL ORDERS

Ref: (a) PAYPERSMAN, Para. 80426

Encl: (1) CNET Funded Travel Orders and Instructions
        (2) Unit Funded Travel Orders and Instructions
        (3) RP,N Midshipman Training Order Information
        (4) RP,N Midshipman Training Order Instructions
        (5) Midshipman Initial Travel Order Instructions

1. In reviewing the 1999 Summer Cruise, Initial Travel,
Unit Travel, and CNET funded travel orders, many
discrepancies have been found in the accounting data that
are causing documents to post to the "unmatched
disbursement" suspense file. The Navy is working intensely
to avoid unmatched disbursements, but **ALL** of our efforts
are required to make sure the documents are finding a
matching obligation in the accounting records.

2. Many documents prepared at various units contain common
errors in the accounting data. Enclosures (1) - (5)
contains sample O&M,N and RP,N orders to use as guides when
preparing travel orders. Please review them carefully and
ensure that your unit has a procedure established for
quality control.

3. **THIS IS A POLICY CHANGE TO MIDSHIPMEN TRAINING ORDER
REIMBURSEMENTS.** Reference (a) states that summer training
orders will be liquidated at the training sites. Because of
a widespread problem of not getting copies of reimburse-
ments from the various training sites orders will now be
liquidated at DFAS Pensacola. Turnaround time for DFAS
Pensacola is about 10 days with the payment deposited
directly into an account within two days after the
settlement is completed. Detailed instructions and
information are located in enclosures (3) and (4).

4.   CNET point of contact is Starla Beck, (850) 452-4974 if you have any questions.

                              G. L. HAMBLIN
                              By direction

Distribution:
All NROTCU, DPTNAVSCI

CNET FUNDED OTE411 TRAVEL ORDER INSTRUCTIONS

1. The accounting data that should be used for CNET OTE411 funded travel orders is annotated on the sample TAD orders. The following explains the areas that are in **bold**.

    (1) Block #4, Tango No. - CNET will provide a six-digit travel authorization (tango number) to the unit with. This number consists of the last digit of the fiscal year, unit school code, and a CNET serialized number.

    (2) Block #2. Standard Document No. -

    Replace **(FY)** with the last two digits of the fiscal year,
    Replace **(SC)** with your two-digit school code,
    Replace **(---)** with the last three digits of the tango no. from block #4.

    (3) Block #17, Fiscal Data Accounting Classification:

        (1) Appropriation Symbol - insert the last digit of the fiscal year,
        (8) Property Acctg Acty - insert the last six digits of the Standard Document No.,
        (9) CostCode - replace **(Y)** with last digit of the fiscal year, replace **(SC)** with your school code.

2. Send a copy of signed orders to CNET OTE411 before traveler departs, and send a copy of the paid reimbursement voucher after orders are liquidated.

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

I. FROM: COMMANDING OFFICER, NROTC UNIT, UNIVERSITY OF ------------	2. STANDARD DOCUMENT NO. N68045(FY)TO(SC)(----)

3. TO:	4. TANGO NO. CNET PROVIDED TANGO NO.
	5. SSN/DESIGNATOR
	6. DATE

7. REF: (A)	8. ☐ INDIVIDUAL TRAVEL ☐ GROUP TRAVEL

.9. PROCEED ON OR ABOUT	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS	12. ESTIMATED DATE OF RETURN

13. ITINERARY *(Activity/activities and Place/places indicated below)*	14. ☐ TEMADD ☐ TEMADDCON ☐ TEMADDINS
	15. REASON FOR TRAVEL
	16. ☐ AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICA71ON

APPROPRIATION SYMBOL AND SUB-HEAD (1) (2)	OBJECT. CLASS (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE . (9)
(7 SYM) (4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA17_1804.62L9	000	68045	0	068566	2D	---------	68045(Y)(SC)600E

18. ESTIMATED COST	19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION $ PER DIEM $ MISC. EXP. $ TOTAL $	

20. ITEM: *(Use applicable item numbers as shown on reverse side of this form)*

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A_____ BASED_____ COMPLETED_____ BY_____ (PLUS_____ YEARS SERVICE)

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (include Operating Budge/fund manager in all cases)   CNET OTE411

UNIT FUNDED TRAVEL ORDER INSTRUCTIONS

1. The accounting data that should be used for unit funded travel orders is annotated on the sample TAD orders. The following explains the areas that are in **bold**. Starting with block #4. TANGO NO. - insert a six-digit travel authorization (tango number) from the unit travel log. This number consists of the last digit of the fiscal year, unit school code, and the next serialized number from your log.

2. Block #2. Standard Document No. -

    Replace **(UIC)** with your unit UIC,
    Replace **(FY)** with the last two digits of the fiscal year,
    Replace **(SC)** with your two-digit school code,
    Replace **(---)** with the last three digits of the tango number from block #4.

3. Block #17, Fiscal Data Accounting Classification -

    (1) Appropriation Symbol - insert the last digit of the fiscal year,
    (8) Property Acctg Acty - insert the last six digits of the Standard Document No.,
    (9) CostCode - replace **(Y)** with last digit of the fiscal year, replace **(SC)** with your school code.

4. Send a copy of signed orders to NETPDTC N811 before traveler departs, and send a copy of the paid reimbursement voucher after orders are liquidated.

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

I. FROM: COMMANDING OFFICER, NROTC UNIT, UNIVERSITY OF ------------	2. STANDARD DOCUMENT NO. N68045(FY)TO(SC)(----)

3. TO:	4. TANGO NO. CNET PROVIDED TANGO NO.
	5. SSN/DESIGNATOR
	6. DATE

7. REF: (A)	8. ☐ INDIVIDUAL TRAVEL ☐ GROUP TRAVEL

.9. PROCEED ON OR ABOUT	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS	12. ESTIMATED DATE OF RETURN

13. ITINERARY *(Activity/activities and Place/places indicated below)*	14. ☐ TEMADD ☐ TEMADDCON ☐ TEMADDINS
	15. REASON FOR TRAVEL
	16. ☐ AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICA71ON

APPROPRIATION SYMBOL AND SUB-HEAD (1) (2)	OBJECT. CLASS (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE . (9)
(7 SYM) (4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA17_1804.62L9	000	68045	0	068566	2D	---------	68045(Y)(SC)600E

18. ESTIMATED COST	19. CUSTOMER IDENTIFICATION CODE
TRANSPORTATION $ PER DIEM $ MISC. EXP. $ TOTAL $	

20. ITEM: *(Use applicable item numbers as shown on reverse side of this form)*

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A_____ BASED_____ COMPLETED_____ BY_____ (PLUS_____ YEARS SERVICE)

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

*25. COPY TO: (include Operating Budge/fund manager in all cases***)**   NETPDTC N8111

NAVPERS 1320/16 (Rev. 11-87)   S/N 0106-LF-013-2082

RP,N MIDSHIPMEN TRAVEL ORDER INFORMATION

1. The following information should be kept in mind when preparing midshipmen training orders:

     (1) ONLY midshipmen participating in FOREX cruises are authorized travel advances.

     (2) The unit should keep copies of each midshipman's training orders, transportation endorsements, and advances for tracking purposes.

     (3) As soon as the orders are signed by the Commanding Officer forward a copy to NETPDTC N811, or FAX copy to (850) 452-1445. NETPDTC's address is Commanding Officer, NETPDTC (Code N811), 6490 Saufley Field Road, Pensacola FL 32509-5241.

     (4) Ensure that dollar value estimates for round trip transportation costs are included on the orders. This includes BOTH commercial flight estimates as well as round trip MAC flight estimates.

2. The unit should do the following when preparing the midshipman to go to the summer training site:

     (1) Prior to leaving for summer training the midshipmen should be thoroughly briefed by the unit on how to fill out the travel voucher, what, and when to mail subject items to DFAS.

     (2) The midshipman should the summer training orders, a Travel Voucher or Subvoucher (DD Form 1351-2) with blocks #1-#9, and #11 filled in, a preaddressed envelope with proper postage affixed. The following is the address to put on the envelope:

        DFAS-PENSACOLA
        CODE FPT
        130 WEST AVE SUITE A
        PENSACOLA FL 32508-5120

3. The following items must be included in the package mailed to DFAS:

(1) One copy of orders with all endorsements and
advances; or original orders with all endorsements and
advances,

     (2) One copy of a "void" check, or Bank Form 1199A,

     (3) The completed Travel Voucher or Subvoucher (DD
Form 1351-2). (On the last day of training the midshipman
should fill out blocks #10, #15-#18, sign block #20, keep a
copy of voucher for his/her use, and mail the envelope to
DFAS.)

4. If a midshipman returns to the unit without sending the
voucher to DFAS the paperwork may be FAXED to DFAS at (850)
473-5977/5970. Call customer service 24 hours later to
verify receipt of FAX at (850) 473-5971/5975.

RP,N MIDSHIPMEN TRAVEL ORDER INSTRUCTIONS

1. The accounting data that should be used for Midshipmen Summer Training travel orders is annotated on the sample TAD orders. The following explains areas that are in **bold**.

    Standard Document Number -

    Replace **(UIC)** with your unit UIC.
    Replace **(FY)** with the last two digits of the fiscal year,
    Replace **(SC)** with your unit two-digit school code,
    Replace **(---)** with the next three numbers from the Midshipman RPN tango log.

2. **10 US Code** - You must mark one of these blocks indicating whether the midshipman is Scholarship or College Program.

3. CIC CODE FOR MAC TVL - 3(**Y)(-----)**N**(UIC)**VJ -

    Replace **(Y)** with the last digit of the fiscal year,
    Replace **(-----)** with the last five digits of the document number,
    Replace **(UIC)** with your unit UIC.

4. The accounting data is annotated on enclosure (3).

    Appropriation - Replace **(_)** with the last digit of the fiscal year,
    PAA - replace **(-----)** with the last six digits of the standard document number,
    Replace **(UIC)** with your unit UIC,
    Replace **(Y)** with the last digit of the fiscal year,
    Replace **(FAN)** with the Applicable Functional Account Number (FAN): 74740 for College Program midshipmen; or 74730 for Scholarship midshipmen.

5. Estimated Cost - use the line labeled "first" for per diem, transportation (including both commercial and MAC travel), and/or other. You must have an estimated cost in these blocks. Use the line labeled "second" if the travel crosses two fiscal years.

6. Applicable Functional Account Number (FAN) - One line of these numbers under "10 US CODE" must be crossed out. If the midshipman is a scholarship (US Code 2107), then beginning with 2104 cross out all of the numbers over to and including per diem.

SENIOR NROTC TRAINING ORDER

CNET-GEN 1320/6 (Rev. 9-83)   s/n 0197LLNF01871

DATE	STANDARD DOCUMENT NUMBER **N(UIC)(FY)RT(SC)(----)**

PHYSICAL EXAMINATION REQUIRED
☐ FLIGHT   ☐ PRE-COMMISSIONING

NAME	SSN	RANK MIDN /C	10 U S CODE ☐ 2104 (COLLEGE) ☐ 2107 (SCHOLAR.)

SENIOR NROTC UNIT	HOME ADDRESS		

SECURITY CLEARANCE	BASED ON	COMPLETED BY	DATE	CIC CODE FOR MAC TVL **SEE INSTRUCTIONS**

REF: (a)

(b)

You are hereby ordered to field training or at-sea training in the NROTC Training Program In accordance with references (a) and (b).

Proceed from your   ☐ NROTC Unit   ☐ home in time to report to:

Upon completion of this training you are authorized to travel to your   ☐ NROTC Unit   ☐ home. It is the traveler's responsibility to liquidate TAD/TDY orders within 3days of completed travel. The documents, manuals, clothing, etc. required in connection with this summer training assignment have been issued. The student understands his responsibility to comply with these orders.

SIGNATURE OF INDIVIDUAL ORDERED   COMMANDING **OFFICER'S** SIGNATURE

APPROPRI-ATION	SUB-HEAD	OBJ CLASS			BUREAU CONTROL	SA	A A A	TC	TANGO NUMBER	Cost Code (12 Sym)
		PAY*	TVL	MESS						

ESTIMATED COST FOR EACH FY OBLIGATION / APPLICABLE FUNCTIONAL ACCOUNT NUMBER (FAN)

FY	TRAVEL		PER DIEM	TOTAL	10 US CODE	PAY	FICA	MESS		TRAVEL	PER DIEM
	MAC	OTHER						WDRM	GENL		
First	$	$	$	$	2104	71740	71145	71782	73601	74740	■
Second	$	$	$	$	2107	71730	71143	71722	73604	74730	74730

DISBURSING OFFICER ENDORSEMENTS AND RECORD OF TRANSPORTATION REQUEST ISSUANCES   *(Enter additional information an reverse)*

REPORTING AND DETACHMENT ORDERS (Endorse original orders and all copies) (Continue on reverse)

1. SHIP OR STATION	REPORTED *(Time, date, and location)*
DETACHED *(Time, date, and location)*	AUTHENTICATING SIGNATURE *(Rank and title)*
2. SHIP OR STATION	REPORTED *(Time, date, and location)*
DETACHED *(Time, date, and location)*	AUTHENTICATING SIGNATURE *(Rank and title)*
3. SHIP 0R STATION	REPORTED *(Time date, and location)*
DETACHED *(Time, date, and location)*	AUTHENTICATING SIGNATURE *(Rank and title)*
4. SHIP OR STATION	REPORTED *(Time, date. and location)*
DETACHED *(Time, date, and location)*	AUTHENTICATING SIGNATURE *(Rank and title)*

MIDSHIPMEN INITIAL TRAVEL ORDER INSTRUCTIONS

In order to get the midshipman reimbursed for his travel to the university an endorsement with accounting data must be put on the "authority to proceed" letter. The accounting data that should be used for Midshipmen Initial Travel is annotated on the sample letter. The following explains areas that are in **bold**.

1. Accounting Data:

     Appropriation: replace _ with the last digit of the fiscal year,
     Tango Number: replace **-----** with the last six digits of the standard document number,
     CostCode: replace **(UIC)** with your unit UIC, Replace **(Y)** with the last digit of the fiscal year. **(FAN)** - use 74710 for initial travel

2. Standard Document Number - must be typed on or below the accounting data cited on the letter.

     Replace **(UIC)** with your unit UIC,
     Replace **(FY)** with the last digit of the fiscal year,
     Replace **(SC)** with your two-digit school code,
     Replace **(---)** with the last three digits of the tango no.

3. Attach a Travel Voucher, DD Form 1351-2, filled out and signed by the midshipman and mail it to DFAS Pensacola for liquidation. **Immediately FAX a copy of the letter with the unit endorsement to NETPDTC (850) 452-1445** as soon as the Commanding Officer signs it. DFAS Pensacola will provide copies of the settlement to NETPDTC; if you send the voucher to your local PSD or DFAS, you must provide a copy to NETPDTC N811.

4. If you have any questions you may call Starla Beck at CNET, (850) 452-4974; Stephanie O'Neill at NETPDTC, (850) 452-1878; or Laura Butler, NETPDTC, (850) 452-1128/1031.

John J. Smith
261 East 31st Street
Erie, PA 16540

Dear John:

The Chief of Naval Education and Training takes pleasure in acknowledging your acceptance of a NROTC Scholarship to Pennsylvania State University with the fall term of this year. Welcome Aboard.

This letter constitutes your authority to proceed to that school in time to arrive on the date prescribed by the school authorities in their instructions to you. Upon arrival you should report immediately to the professor of naval science at the NROTC unit for additional instructions.

The attached information sheet should clarify most of the questions that you will have and provides you with additional guidance. Your NROTC unit personnel can answer any further questions.

> A. B. Sea
> Commander, U.S. Navy
> NROTC Selection/Placement

Copy to NROTCU Pennsylvania State University
COMNAVCRUITCOM (Code 314)

_____

> Date

FIRST ENDORSEMENT on

From: Commanding Officer, NROTC Unit, Pennsylvania State University
To: Disbursing Officer,

1. I certify that the individual indicated above is a bona fide enrolled member of the NROTC unit and that entitlement to payment of travel and transportation is authorized from the address shown. The Acceptance and Oath of Office as midshipman, Naval Reserve, has been executed.

Accounting Data:
AA17_1405.6220 021 32117 0 068566 2D   ----(UIC)(Y)74710E

Standard Document Number: **N(UIC)(FY)RT(SC)(---)**   Estimated Cost: _____

Copy to: NETPDTC N811   (FAX number (850) 452-1445)